



Central Office Support Staff

Employee Handbook

2025-2026

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Introduction

Welcome to the Central Office Team! This handbook provides important information, policies, and expectations to ensure a productive and respectful work environment. Our support staff play a vital role in delivering high-quality services that support schools, staff, and students.

This handbook is meant as a guide for the following support staff position titles in regards to benefits, compensation, and work rules.

Coordinator
Technology Support Facilitator
Health Care Partial Year
Mechanics

Executive Assistant
Health Care Full Year
Specialists
Food Driver



Mission, Vision, and Beliefs

Mission Statement

Growing Learners, Preparing Students (GLPS)

Vision Statement

Grand Ledge Public Schools will provide every student a high-quality education, critical thinking skills, and social development to reach their highest potential in a safe and inclusive environment.

Beliefs

- We believe all students can learn
- We believe it is the role of the school district to provide support and access for all students.
- We believe in an inclusive learning environment where every person is valued.
- We believe the GLPS staff are professionals who are vital to the health and future of the Grand Ledge community.
- We believe in a safe, inclusive environment where students can explore their interests and learn the skills they need to thrive in their communities.
- We believe in partnerships between the family, community, and education stakeholders for the success of GLPS.

Employment Policies

Equal Opportunity Employment

Grand Ledge Public Schools District shall provide equal opportunity and shall not discriminate in matters of employment or enrollment on the basis of age, religion, race, traits historically associated with race, including, but not limited to, hair texture and protective hairstyles, color, national origin, gender/sex, sexual orientation, gender identity, disability, height, weight or marital status in its programs, services or activities.

Central Office Job Classifications

Full Year Employees (July 1 – June 30)

Healthcare Full Year (July 1 – June 30)

Technology Support Facilitator - 225 Days

Healthcare Partial Year - 225 Days

Probationary Period

All newly hired at-will employees are subject to a probationary period of 90 calendar days beginning on their first day of employment. The probationary period allows the employee and the district to assess mutual compatibility and job fit.

During this time, the employee's job performance, attendance, conduct, and overall suitability for the position will be closely monitored and evaluated by the immediate supervisor.

At any time during the probationary period, employment may be terminated by either the employee or the district, with or without cause or notice, consistent with the at-will employment relationship.

Successful completion of the probationary period does not alter the at-will nature of employment. Employees continue to be employed at-will and may be terminated at any time, with or without cause or notice, at the discretion of the district.

If necessary, the probationary period may be extended based on performance or other job-related factors. If an extension of the probationary period is needed, the immediate supervisor **MUST** complete an evaluation and turn it into Human Resources.

Employment Records

The District maintains personnel records for all employees in accordance with applicable laws and regulations. These records are important for payroll, benefits administration, performance evaluations, and other employment-related matters.

Contents of Employment Records

An employee's personnel file may include, but is not limited to:

- Employment application and resume
- Offer letter and job description
- Performance evaluations
- Disciplinary actions (if applicable)
- Records of training and certifications
- Payroll and benefits documentation
- Emergency contact information

Access to Records

Personnel records are confidential and maintained securely in the Human Resources department. Access to these records is limited to authorized personnel with a legitimate business need. Employees may request to review their personnel file by submitting a written request to Human Resources. Reviews will take place in the presence of an HR representative, and copies of documents may be provided upon request.

Changes to Personal Information

Employees are responsible for ensuring their personal information is accurate and up to date. Any changes to name, address, phone number, emergency contact, marital status, or other relevant data must be reported to Human Resources as soon as possible.

Retention of Records

Employment records are maintained in accordance with state and federal record retention laws and district policy.

Background Check Requirements (Michigan School Code)

In accordance with the **Michigan School Safety legislation (Public Acts 129–131 and 138 of 2005)** and **MCL 380.1230**, all individuals employed by the district are required to undergo a criminal background check and fingerprinting as a condition of employment.

Initial Employment Requirement

Prior to the first day of work, all new employees—regardless of position—must submit to an **FBI and Michigan State Police criminal history records check** via fingerprinting.

Ongoing Reporting Obligations

In accordance with **MCL 380.1230d**, all employees are required to **self-report** any criminal convictions (excluding minor traffic violations) to Human Resources within **three business days** of the conviction. Failure to report may result in disciplinary action, up to and including termination.

Disclosure and Verification

Falsification or omission of criminal history or any background information during the application or hiring process is considered grounds for immediate disqualification or termination.

Access and Confidentiality

Background check results are maintained securely and confidentially by the Human Resources department and are only accessible to authorized personnel, in accordance with state and federal privacy laws.

General Working Conditions

The District strives to maintain a professional, respectful, and safe working environment for all employees. The following general working conditions apply to all Central Office support staff:

Work Environment

Employees are expected to maintain a clean, organized, and professional workspace. Central Office environments typically include office settings, shared work areas, and conference rooms. Employees should be mindful of noise levels, cleanliness, and shared spaces.

Work Hours

Employees are expected to report to work on time and adhere to their designated work schedule. Standard office hours are typically from **8:00 a.m. to 4:30 p.m.** Monday through Friday. Any deviations from scheduled hours must be pre-approved by a supervisor.

Breaks and Meal Periods

Employees are entitled to scheduled breaks and a lunch period in accordance with district policy and applicable law. Breaks should be taken in designated areas and must not interfere with workflow or customer service.

Workplace Etiquette

Employees are expected to treat one another with courtesy, respect, and professionalism. Gossip, disruptive behavior, or inappropriate conduct will not be tolerated. Employees are encouraged to promote a positive and collaborative atmosphere.

Personal Conduct

Support staff are representatives of the district and are expected to act in a manner that reflects the district's values. Professional dress, respectful communication, and a focus on customer service are required at all times.

Technology and Equipment Use

District equipment, including computers, phones, printers, and internet access, must be used primarily for work-related purposes. Personal use must be minimal and not interfere with job responsibilities. All employees are expected to follow the district's Acceptable Use Policy.

Safety and Security

Employees are responsible for maintaining a safe work environment and should immediately report any safety hazards, suspicious behavior, or workplace accidents to a supervisor or Human Resources.

Snow Day/Delay Expectations

District Support Staff are generally not required to report to work on Snow Days or during weather-related delays. However, they are expected to remain available for communication and be prepared to work remotely to meet any necessary requirements or deadlines. In certain circumstances, a District Support Staff member may be required to report in person on a Snow Day if directed by their supervisor to address an urgent matter that cannot be completed remotely.

Technology and Data Security

Acceptable Use Policy

Title: ACCESS TO DISTRICT TECHNOLOGY RESOURCES AND/OR INFORMATION RESOURCES FROM PERSONAL COMMUNICATION DEVICES

Code: po7542

Status: Active

Adopted: February 5, 2024

7542 - ACCESS TO DISTRICT TECHNOLOGY RESOURCES AND/OR INFORMATION RESOURCES FROM PERSONAL COMMUNICATION DEVICES

For purposes of this policy, "personal communication device" (PCD) includes computers, tablets (e.g., iPad-like devices), electronic readers ("e-readers"; e.g., Kindle-like devices), cell phones, smartphones (e.g., iPhones, Android devices, Windows Mobile devices, etc.), and/or other web-enabled devices of any type.

The Board of Education provides both a guest network and business network. The business network is a secure network for the conduct of official District business. Access to the business network requires prior approval and authorization by the District. The guest network is a CIPA-compliant non-secured network provided for use by students, parents, and other visitors while on school property. Only Board-approved communication devices and authorized users may access the business network. Any non-Board-approved communication devices or nonauthorized users must be pre-approved by the Technology Director.

The Board permits employees, students, Board members, and guests, as well as contractors, vendors, and agents, to use their "PCDs" to wirelessly access the District's Technology and/or Information Resources (as defined in Bylaw 0100) while they are on-site at any District facility. Access to the business/guest network may require authentication.

If the user wants to access the District's Technology and/or Information Resources through a hard-wired connection, the user's PCD must first be checked by the Technology Director to verify it meets the established standards for equipment used to access the network.

The Technology Director is charged with developing the necessary standards for connecting PCDs to the District's Technology and Information Resources. The standards shall be available upon request.

The standards shall be designed and enforced to minimize the Board's exposure to damages, including, but not limited to, the loss of Confidential Data/Information, illegal access to Confidential Data/Information, damage to the District's intellectual property, damage to the District's public image/reputation, and damage to the District's critical internal systems, from unauthorized use.

The use of PCDs must be consistent with the established standards for appropriate use as defined in Policy 7540.03 and AG 7540.03 – Student Technology Acceptable Use and Safety, Policy 7540.04 and AG 7540.04 – Staff Technology Acceptable Use and Safety, Policy 5136 and AG 5136 - Personal Communication Devices, Policy 7530.02 - Staff Use of Communication Devices. When an individual connects to and uses the District's Technology and/or Information Resources, s/he must agree to abide by all applicable policies, administrative guidelines and laws (e.g., the user may be presented with a "splash screen" that will set forth the terms and conditions under which s/he will be able to access the District's Technology and/or Information Resource(s); the user will need to accept the stated terms and conditions before being provided with access to the specified technology resource(s)).

In order to comply with the Children's Internet Protection Act ("CIPA"), the Board has implemented technology protection measures that protect against (e.g., filter or block") access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors. The Board also utilizes software and/or hardware to monitor online activity to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors.

Any user who violates the established standards and/or the Board's Acceptable Use policy, or who accesses the District's Technology and/or Information Resources without authorization may be prospectively denied access to the District's Technology and/or Information Resources. If the violation is committed by a contractor, vendor or agent of the District, the contract may be subject to cancellation. Further disciplinary action may be taken if the violation is committed by a student or employee.

The owner of a PCD bears all responsibility and assumes all risk of theft, loss, or damage to, or misuse or unauthorized use of the device while it is on Board property. This provision applies to everyone, regardless of their affiliation or connection to the District.

Handling of Confidential Information

As a public-school district employee, you may have access to confidential information concerning students, staff, and district operations. It is your legal and professional responsibility to maintain the privacy and security of this information at all times.

Student Records and FERPA

All student information is protected under the **Family Educational Rights and Privacy Act (FERPA)**. Employees must not disclose personally identifiable student information—including academic records, disciplinary records, health data, or special education services—to unauthorized individuals. Access should be limited to those with a legitimate educational interest, in compliance with FERPA and district policy.

Employee and Personnel Information

Employee data, including Social Security numbers, medical information, payroll records, and disciplinary actions, is considered confidential under **Michigan's Identity Theft Protection Act** (Act 452 of 2004) and other applicable laws. Sharing such information, even informally, is strictly prohibited.

District Records and Internal Communications

Information related to district finances, contracts, investigations, and internal discussions must be handled with discretion. Unauthorized sharing of internal communications, draft documents, or administrative data may violate district policy or state law.

Email, Digital Files, and Technology Use

All digital communications and files are the property of the district and may be subject to the **Michigan Freedom of Information Act (FOIA)**. Employees are expected to use district technology responsibly and to safeguard confidential data through secure passwords, appropriate file sharing, and compliance with the district's Acceptable Use Policy.

Consequences of Breach

Any breach of confidentiality—intentional or accidental—may result in disciplinary action, up to and including termination of employment. Legal consequences may also apply in cases involving the release of protected or sensitive information.

Reporting Concerns

If you become aware of a potential breach or misuse of confidential information, report it immediately to your supervisor or Human Resources.

Data Entry and Management

Accurate and timely data entry is critical to the effective operation of the district. Central Office support staff are often responsible for managing a variety of records and databases related to students, employees, finances, scheduling, and other essential functions.

Accuracy and Attention to Detail

Employees are expected to enter and maintain data with a high level of accuracy. Even small errors can have significant consequences for payroll, student records, compliance reporting, and other district operations.

Timeliness

All data must be entered and updated in a timely manner to ensure records are current and reliable. Deadlines for data reporting—whether internal or required by the state—must be strictly followed.

Confidentiality

All data entered or accessed must be treated as confidential, especially when handling personally identifiable student information (in compliance with FERPA), employee records, or financial data. Access to data should be limited to those with proper authorization.

System Use and Integrity

Employees must use district-approved systems and software for all official data management tasks. Unauthorized use of external systems or personal devices for data storage is prohibited unless specifically approved by the Technology Department. Employees are expected to follow district protocols for logins, password protection, and data backups.

Training and Support

Staff are encouraged to participate in ongoing training related to the data systems they use. If assistance is needed, employees should seek support from the appropriate department (e.g., Technology, Human Resources, or Business Office).

Reporting Errors or Concerns

Any suspected errors, data discrepancies, or system issues should be reported immediately to the appropriate supervisor or system administrator.

Equipment and Software Usage

District-provided equipment and software are essential tools for performing job duties efficiently and professionally. All Central Office support staff are expected to use these resources responsibly, in accordance with district policy and applicable laws.

Authorized Use Only

District equipment and software—including computers, printers, telephones, and copiers, are to be used for official business purposes only. Limited personal use may be permitted if it does not interfere with work duties, violate policy, or compromise system security.

Software and Licensing

Only district-approved software may be installed or used on district devices. Employees are not permitted to download unauthorized programs, applications, or browser extensions. All software used must comply with licensing agreements and copyright laws.

Password Protection and Security

Employees must protect access to equipment and systems by using strong passwords and securing login credentials. Passwords must not be shared, and employees should log off or lock their screens when stepping away from their workstations.

Care and Maintenance of Equipment

Employees are expected to care for district-issued equipment and report any damage, malfunction, or loss immediately to the Technology Department. Tampering with or attempting to repair district equipment without proper authorization is prohibited.

Internet and Email Use

Internet and email access are provided to support the performance of job responsibilities. Inappropriate use—including accessing offensive content, excessive personal use, or using email for commercial or political purposes—is strictly prohibited and may result in disciplinary action.

Monitoring and District Ownership

All technology resources are the property of the district and may be monitored or audited at any time. Employees should have no expectation of privacy when using district systems, including email and internet activity.

Return of Equipment

All equipment must be returned in good condition upon separation from the district or upon request. Failure to return district-issued equipment may result in a deduction from final pay in accordance with state law and board policy.

Performance Expectations and Evaluations

Performance Standards

Central Office support staff play a vital role in ensuring the smooth and professional operation of the school district. All employees are expected to meet high standards of performance and conduct in alignment with the district's mission and values.

Performance Evaluation

Performance is assessed on an ongoing basis through informal feedback and a formal evaluation process. Evaluations may consider job-specific responsibilities, goal achievement, professional conduct, and alignment with district expectations.

Improvement and Support

Employees who do not meet performance standards may be offered guidance, coaching, or a formal improvement plan. Continued deficiencies may result in disciplinary action, up to and including termination of employment.

Benefits and Leave Policies

Health, Dental, and Vision Insurance

The Board of Education will provide “subsidies” for Health Insurance per the Teachers Union Contract. The Board reserves the right to change the insurance plan and/or carrier.

District Support Staff will contribute a predetermined amount on a monthly basis toward their health insurance coverage.

Plan A w/ Health Insurance:

- District Provided Insurance
- ADN (SET-SEG Dental)
- NVA (SET-SEG Vision)
- SET SEG \$25,000 Term Life Insurance
- SET SEG Long Term Disability
- Voluntary participation in the School District’s Section 125 Cafeteria Plan

Plan B w/out Health Insurance:

- ADN (SET-SEG Dental)
- NVA (SET-SEG Vision)
- SET SEG \$25,000 Term Life Insurance
- SET SEG Long Term Disability
- Voluntary participation in the School District’s Section 125 Cafeteria Plan
- Cash in Lieu (Monthly) Single **\$320** / Double **\$345** / Family **\$410**

Paid Time Off (PTO)

The District provides Paid Time Off (PTO) to Central Office **full year** support staff as a benefit to support employee wellness and work-life balance. A benefit year is July 1 – June 30 (i.e., a fiscal year). PTO must be used by June 30th – it will not carry over.

New Employees hired after July 1, will have their PTO prorated. PTO time will be front loaded on July 1st but considered earned during the current year. Any employee leaving employment prior to the end of the fiscal year shall have PTO days prorated based upon actual days worked. Reimbursement to the District for unearned days may be required.

0 – 2 years	15 days
3 – 6 years	20 days
7 years plus	25 days

Central Office Support Staff qualify for the following:

- Friday Before Spring Break (if not in session)
- Wednesday Before Thanksgiving Day (only if non-instructional day).

These days must be taken on the day specified.

Sick Days

All Central Office Support Staff will be allotted 12 sick days per year. Any days not used during the current year will be forwarded to the following year's total. Sick days may be used for personal illness and/or immediate family.

A Crisis Sick Leave Extension is established to cover emergency situations where a District support staff member faces an extended disability period with an inadequate sick leave accumulation due to the same or a directly related disability. After receiving a written application by a District support staff member who has exhausted his/her own sick leave days through a total 30-day period (including all use of existing vacation and personal business days), the Superintendent shall grant a sick leave extension upon district-directed medical verification.

The criteria for a crisis sick leave extension would be as follows:

- The individual must first use all accumulated sick leave, vacation, and personal days during which the individual would receive his/her normal daily rate of pay.
- A waiting period of 5 working days with no salary must pass before a crisis sick leave extension will be granted.
- The Superintendent shall grant approval for extension with payment at 80% of an individual's daily rate of pay for a maximum period until the long-term disability insurance coverage begins.

Bereavement/Funeral Leave

Paid bereavement/funeral leave up to five (5) days shall be granted for a death in the immediate family. Immediate family is defined as spouse/domestic partner, children, parents, brothers, sisters, grandparents, and parent-in-laws (this includes any "step" for all categories). This leave will not be deducted from the employee's PTO bank.

Family and Medical Leave (FMLA) - In accordance with the Federal Family Medical Leave Act (FMLA), employees who have been employed by the District for at least twelve (12) months, shall be eligible for up to twelve (12) weeks of family medical leave if they have worked at least 1,250 hours during the 12 months immediately preceding the start of the leave. The 1,250 hours means "hours worked" and does not include paid vacation, sick time, holiday pay, paid FMLA leave and any other pay for hours not actually worked. Employees are expected to use their accrued paid time off before going on unpaid FMLA. Requests for unpaid FMLA leave must be approved by HR on a case by case basis and will be considered in collaboration with the employee.

FMLA paperwork can be requested through Human Resources.

Paid Holidays - The District recognizes and observes the following paid holidays each year for eligible employees:

- Independence Day (July 4)
- Labor Day (First Monday in September)
- Thanksgiving Day (Fourth Thursday in November)
- Day after Thanksgiving
- Christmas Eve (December 24)
- Christmas Day (December 25)
- New Year's Eve (December 31)
- New Year's Day (January 1)
- Martin Luther King Jr. Day (Third Monday in January)
- Presidents' Day (Third Monday in February)
- Memorial Day (Last Monday in May)
- Juneteenth (observed June 18th)

When a paid holiday falls on a Saturday, it will generally be observed on the preceding Friday. When a paid holiday falls on a Sunday, it will generally be observed on the following Monday. The District reserves the right to adjust the observance date based on operational needs.

Longevity Pay

The District recognizes and rewards long-term service and dedication through **Longevity Pay** for eligible employees. Employees are eligible for longevity pay based on continuous years of service within Grand Ledge Public Schools. Longevity is paid in a lump sum at the completion of the school year.

5 – 9 years	\$700
10 – 14 years	\$1,400
15 – 19 years	\$2,000
20 – 24 years	\$2,700
25 years & more	\$3,300

Retirement Benefit

When a Grand Ledge Public Schools Support Staff retires under the provisions of the Michigan Public School Employees Retirement System (MPERS) and has had at least ten (10) years of service in the Grand Ledge Public Schools, they shall be paid for all unused sick leave, based on one-half (50%) of his/her current rate. In no event shall such payment exceed the following percentage of any employee's average annual income from the Grand Ledge Public Schools in the past three (3) years.

20 years or more	23%
16 years to 19 years	18%
12 to 15 years	13%

The Board of Education will pay a retirement benefit of \$100.00 for each year an employee has been employed by the Grand Ledge Public Schools at the time of retirement. To qualify for this benefit, the employee must have completed a minimum of ten (10) full consecutive years of service in the district at the time of retirement. This will be prorated to actual months worked past an even year.

Compensation

Staff may move up the salary schedule one step each year. In addition to the step, support staff may receive across the board raises granted by the Board of Education. An employee who begins employment on or before January 1st, will be eligible for the next step on the salary schedule on July 1st. An employee employed after January 1st will remain on the current step they were hired at.

Summer Hours

The Central Office may implement an adjusted work schedule, referred to as “Summer Hours,” during a designated portion of the summer break. Summer Hours are intended to provide flexibility while ensuring that District operations and service needs are met. Summer hours typically start the first Monday after the teachers and students are gone and end the first Friday in August. Staff are expected to work in collaboration with your supervisor for a schedule that best fits the team and your summer commitments. 225 day employees will work with their supervisors on their planned schedule.

25-26 Employee Handbook Acknowledgement of Receipt

I acknowledge that I have received a copy of the Grand Ledge Public Schools Support Staff Employee Handbook. I understand that it is my responsibility to read, understand, and comply with the policies and procedures contained in this handbook.

I understand that the handbook is intended to provide general information regarding the policies, procedures, and benefits of employment with Grand Ledge Public Schools, and that it is not a contract of employment.

I also understand that the policies and procedures described in this handbook may be amended, modified, or deleted by the District at any time, with or without notice. I understand that updated information will be made available through official communication channels.

If I have questions regarding any information in the handbook, I will seek clarification from my supervisor or the Human Resources Department.

Please sign and return this page to Human Resources to be placed in your personnel file.

Employee Name (Print): _____

Employee Signature: _____

Date: _____